

Hours of Operation

Monday through Friday:

8:00am to 5:00pm

Phone:

937-328-2495

937328-2621 fax

e mail

bldgregs@clarkcountyohio.gov

Personnel:

Dana R. Booghier, Director/CBO

William Crew, Deputy Director

Jim Alt, Plans Examiner

Roger Betton, HVAC/ESI

Roger Crippen, Chief Building Inspector

John Klenke, Chief ESI

Terry Shaffer, Building Inspector

Visit our Web Site for details on inspection and permit submittal requirements and adopted codes:

www.clarkcountyohio.gov/bldgregs

The Clark County Building Regulations Department is committed to preserving the public health, safety, and welfare in all jurisdictions under our authority in the new construction environment through the effective, efficient use, and enforcement of current residential and commercial building code requirements of the State of Ohio.

Should you have any questions regarding codes or construction, please feel free to contact us. Clark County is a member of the following organizations which can also help answer your code questions.



www.mvboc.org



www.oboa.org

All of our inspection staff is certified by:



Procedures for Securing a Building Permit



Garfield Building
25 W Pleasant St
Springfield, OH 45506
937-328-2495

www.clarkcountyohio.gov/bldgregs

Dana R. Booghier, CBO/Director

- **What is a building permit?**

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and specifications. Some permits are required for change of use or occupancy.

- **When do you need a building permit?**

- Any change of use, structural alteration and or addition to a building, alteration to electrical/mechanical systems, will require a permit.
- Commercial buildings, new dwellings and additions/alterations to these structures.
- Garages, pole barns, sheds
- Porches and decks (consult inspector)

Typically cosmetic items such as siding, painting, spouting, etc. do not require a permit. A roofing permit is not required by this department. (When replacing rafters or roof structure a permit is required) However, any work that is not required to have a permit that is addressed by the adopted building code still must comply to the code.

The Clark County Building Regulations Department is authorized to perform inspections in all unincorporated areas within the boundaries of Clark County, Ohio and the following corporations:

- Village of Donnelsville
- Village of Enon(Commercial Only)
- Village of Lawrenceville
- Village of North Hampton
- City of New Carlisle
- Village of South Charleston
- Village of South Vienna
- Village of Catawba

Procedures for Obtaining a Building Permit

1. **Building Notice:** A building notice is required for every building permit submittal. The building notice is obtained from the Clark County Auditor /Real Estate Office located at the A.B. Graham Memorial Building on the corner of Limestone and Columbia St. 937-328-2420
2. **Site Approval:** Site approval is required for new dwellings and room additions not on public sewer. Contact the Clark County Combined Health District located at 529 E. Home Rd. 937-390-5600.
3. **Plans:**
 - a. ***Residential:*** Must be to scale no less than 1/8"=1' and sufficient detail to perform a complete code review. If you are unsure your plans are sufficient please contact our Residential Plans Examiner for an appointment. Two (2) sets of building plans are required.
 - b. ***Commercial:*** See plans examiner for specific details required. Per the OBC, plans must be sealed by an Ohio registered design professional. Four (4)

sets of construction documents must be submitted.

4. **Zoning:** Zoning approval is required to be submitted before a building permit will be issued. Clark County performs the zoning inspections and review for Bethel, Green, Harmony, Mad River, Moorefield, and Madison Townships. The following jurisdictions enforce their own zoning requirements:
 - a. **Village of Donnelsville 882-1375**
 - b. **German Township 964-1661**
 - c. **Village of Lawrenceville 964-8899**
 - d. **City of New Carlisle 845-9493**
 - e. **Village of North Hampton 964-1362**
 - f. **Pike Township 964-8186**
 - g. **Pleasant Township 828-1209**
 - h. **Village of South Charleston 462-8888**
 - i. **Village of South Vienna 568-4311**
 - j. **Springfield Township 322-3459**
 - k. **Village of Catawba 828-1345**
5. **Application:** An application for a building permit is required to be completed in its entirety. You may obtain an application at our office or online. If the application is not completed the application will be rejected and will not be processed until all the information requested is on the application.